

TOWN OF BRISTOL

GRANT SUMMARY DOCUMENT

(To be authorized by the Selectboard prior to completion or submission of the grant application.)

Funding Agency Name: Vermont Emergency Management

Address:

Date of Application Submission: 12 / 03 / 2021

Explanation of what grant funds will be used for: To hire assistance for the update of Bristol's Local Hazard Mitigation Plan.

Application Amount Up to \$11,150

Description of Matching or Other Funds to be Used: A 25% match is required: \$8,362.50 in federal funding, \$2,787.50 local match. Match would primarily be in the form of in-kind time.

Name of Grant Applicant: Town Administrator

SUMMARY OF GRANT AWARD

(To be completed by Treasurer's Office)

Date authorized by Selectboard:

Fund # (Assigned by Treasurer's Office after receipt of grant award letter):

Grant Award Date: / /

Grant Number issued by Funding Agency:

CFDA if applicable:

Grant Period: / / to / /

Grant Award Amount: \$

Bristol Town Administrator

From: Massa, Caroline <Caroline.Massa@vermont.gov>
Sent: Wednesday, October 27, 2021 10:28 AM
To: Bristol Town Administrator
Subject: Reminder: Funding for Local Hazard Mitigation Plan Development
Attachments: Match Commitment Letter - LHMP - Clean.docx; Match Commitment Letter - LHMP.docx

Municipal Official,

As a reminder, local match commitment letters need to be signed and submitted by Friday, December 3rd to secure funding to create or update your municipality's Local Hazard Mitigation Plan (LHMP).

LHMPs must be updated every 5 years to maintain eligibility for Hazard Mitigation Assistance (HMA) grants through VEM and FEMA, and state assistance in covering a percentage of required local match for Public Assistance grants after declared disasters.

Based on the time it takes for FEMA grant approval and local plan development, I have determined that it is advisable for your community to apply for funding now.

Bristol's plan expires 1/22/2024.

See the full announcement below and reach out if you have any questions.

Caroline Massa
State Hazard Mitigation Planner
Vermont Emergency Management
Cell: (802) 585-5246
Caroline.Massa@Vermont.gov
Pronouns: She/her ([learn more](#))

From: Massa, Caroline
Sent: Wednesday, October 6, 2021 2:36 PM
To: Massa, Caroline <Caroline.Massa@vermont.gov>
Cc: Smith, Stephanie A <Stephanie.A.Smith@vermont.gov>
Subject: Funding for Local Hazard Mitigation Plan Development
Importance: High

Municipal Official,

The State of Vermont is in the process of developing a grant application to fund updates to Local Hazard Mitigation Plans (LHMPs) or to develop a new LHMP under FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program. Funding will be provided to municipalities that provide match certification forms.

Your community currently has an approved LHMP that will expire within the next couple of years, or your community has never had an approved LHMP. Please note even if your community's LHMP is not currently expired, it can take approximately 1 year for grants to be awarded by FEMA and an additional 1 year and 6 months to develop your plan and receive approval.

Municipalities with an approved LHMP are eligible to apply for [FEMA and VEM mitigation grant opportunities](#). Additionally, under the [ERAF](#) program, having an approved LHMP is a measure a municipality must adopt to earn an increased State share when applying for FEMA Public Assistance funding following a disaster.

To participate, fill out and email the attached 25% Match Certification Form to: caroline.massa@vermont.gov by Friday, December 3rd, 2021. Two versions are attached, one with notes to help you fill out the form and a clean version.

This grant will allow municipalities to hire a consultant to develop or update their LHMP. FEMA funding will cover 75% of the plan update costs. The total grant amount will be \$11,150 for a plan update, including local match. The town will be required to cover the \$2,787.50 match monetarily and/or in-kind (staff and volunteer time). For a new plan, the total is \$15,150 including \$3,787.50 in local match. If your community has identified additional planning activities and expenses, please contact Caroline Massa to discuss. Additional activities may include targeted community engagement, more in-depth mitigation strategy development, or other activities that will inform the LHMP.

To view your LHMP status, visit: floodready.vermont.gov/assessment/community_reports. Scroll down to “Expanded Community Report,” and select your community from the drop down. Hit “Search” and a new window will open showing your community report and LHMP status (#4).

Questions? Contact: Caroline Massa, caroline.massa@vermont.gov



Caroline Massa
State Hazard Mitigation Planner
Vermont Emergency Management
Cell: (802) 585-5246
Caroline.Massa@Vermont.gov
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Hazard Mitigation Funding Available Now <https://vem.vermont.gov/funding/mitigation>
Local Hazard Mitigation Planning Resources <https://vem.vermont.gov/hm-planning-resources>

LOCAL MATCH COMMITMENT LETTER

<MM-DD-YYYY>

<Town/Village Name>

<Address>

<City, State Zip Code>

Hazard Mitigation Assistance (HMA) Sub-application Local Match Commitment Letter – Local Hazard Mitigation Plan Grant

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Assistance Program process, a local match funding commitment is required. This letter serves as <Town/Village Name>'s commitment to meet the local match fund requirements for this grant.

Source of Local Match Commitment Funds:	Local Agency Funding	Other Agency Funding	Private Nonprofit Funding	In-Kind Match
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Commented [MC1]: Select all that apply. If you plan to track as much in-kind match as possible and contribute the rest monetarily, select Local Agency Funding and In-Kind Match.

Name of Local Match Commitment Funding Source:

Financial Match Source: <Financial Match Source>
 In-Kind Match Source:

- Staff time for hiring a consultant and plan coordination/development tasks
- Volunteer time at planning meetings and travel

Commented [MC2]: Specific forms will be sent following the grant award which you can use to track each bullet below.

Total Project Cost:	\$
Requested Federal Share (75%):	\$
Local Match Commitment (25%):	\$

Commented [MC3]: \$11,150 for a plan update; \$15,150 for the development of a new plan.

Commented [MC4]: \$8,362.50 for a plan update; \$11,362.50 for the development of a new plan.

Commented [MC5]: \$2,787.50 for a plan update; \$3,787.50 for the development of a new plan.

We understand that in order for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record the cost match being provided. The records of all cash and in-kind contributions, including volunteer time will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or currently being utilized as a cost match toward another federal grant.

Please contact <Name of Contact> at <Phone Number and Email> with questions.

Sincerely,

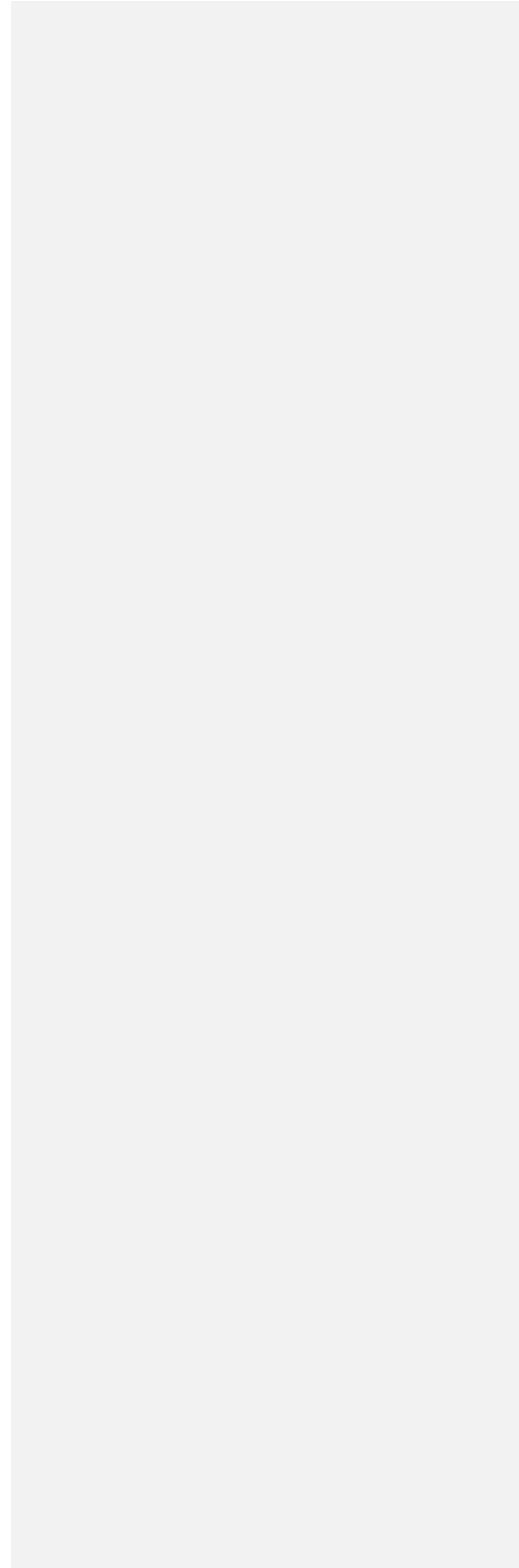
<Add Signature of Authorized Agent>

<First and Last Name of Authorized Agent>

<Title>

<Phone>

<Email>





Town of Bristol
 1 South Street
 P.O. Box 249
 Bristol, VT 05443
 (802) 453-2410 x22
www.bristolvt.org

LOCAL MATCH COMMITMENT LETTER

November 22, 2021

**Hazard Mitigation Assistance (HMA) Sub-application Local Match Commitment Letter –
 Local Hazard Mitigation Plan Grant**

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Assistance Program process, a local match funding commitment is required. This letter serves as the **Town of Bristol’s** commitment to meet the local match fund requirements for this grant.

Source of Local Match Commitment Funds:	Local Agency Funding <input checked="" type="checkbox"/>	Other Agency Funding <input type="checkbox"/>	Private Nonprofit Funding <input type="checkbox"/>	In-Kind Match <input checked="" type="checkbox"/>
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**Name of Local Match
Commitment Funding Source:**

<p><u>Financial Match Source:</u> General Fund</p> <p><u>In-Kind Match Source:</u></p> <ul style="list-style-type: none"> • Staff time for hiring a consultant and plan coordination/development tasks • Potential volunteer time at planning meetings and travel

Total Project Cost:

\$11,150.00
Requested Federal Share (75%):
\$8,362.50
Local Match Commitment (25%):
\$2,787.50

We understand that in order for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record the cost match being provided. The records of all cash and in-kind contributions, including volunteer time will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or currently being utilized as a cost match toward another federal grant.

Town of Bristol
Local Match Commitment Letter
November 22, 2021
Page 2 of 2

Please contact Valerie Capels, Town Administrator at (802) 453-2410 ext. 1 or townadmin@bristolvt.org with questions.

Sincerely,

Valerie Capels, Town Administrator
(802) 453-2410 ext. 1
townadmin@bristolvt.org

DRAFT